

CITY DEPARTMENTS AND THEIR AREAS OF RESPONSIBILITY

ADMINISTRATIVE SERVICES (Includes Deputy City Manager and City Clerk's Division):

Agreements and Contracts Records Maintenance
Cable TV Franchisees' Operational Coordination
Cable TV Government Channel Programming
City Clerk
City Council Agenda Coordination
City Keys Administration
City Newsletter
Customer Service
Damage Claims, Receipt of
Developer Sureties Monitoring
Elections
Emergency Preparedness
Employee Recognition
Fire and Emergency Medical Services Liaison
Human Resources
Information Systems
Intergovernmental Relations
Internet Web Site Administration
Legislative History
Legislative Relations
Library Board
Library Services
Political Reform Act Filings
Public Bid Procedures Coordination
Public Information Officer (P.I.O.)
Records Management
Risk Management
Southern California Association of Governments (SCAG)
Telephone System
Ventura Council of Governments (VCOG)
Volunteer Program

PARKS, RECREATION AND COMMUNITY SERVICES (PRCS):

At Risk Youth Program
Building Security System
Community Development Block Grant (CDBG) Coordination
County Employment Opportunities and Training Services Liaison
Facilities Maintenance
Graffiti Abatement at City Parks and Facilities
High Street Arts Center
High Street Arts Center Contract Management
High Street Landscape and Street Furniture Maintenance
Landscape, Parkways and Median Maintenance
Lease Administration for Parks and Open Space Properties
Moorpark Active Adult Center (Senior Citizens)
Parks - Planning, Maintenance & Capital Improvements
Parks and Facilities Rentals (Rental Permits)

Parks and Recreation Commission
Property Management
Recreation (City events, recreation classes, sports leagues, and day camps)
Ruben Castro Human Services Center Operations including CDBG Compliance
Sustainability
Teen Council
Tree Removal Requests not part of Development Projects
Ventura County Health Care Agency Liaison

CITY ENGINEER/PUBLIC WORKS (CE/PW):

Areas of Contribution
Capital Improvement Program
Capital Projects Administration
City Animal-Vector Control / Mosquito Abatement
County Animal Services Contract
Crossing Guards
Encroachment Permits/Inspections
Engineering Services Contract Administration
Fleet Maintenance
Floodplain Administrator
Graffiti Abatement within Public Rights-of-Way
Household Hazardous Waste
Land Development Construction Inspection
Land Development Review
Metrolink Coordination
Parking Enforcement
Public Transit including Maintenance of Bus Shelters and Benches
Radio System Contract and Maintenance of Hand Held Radios
Recycling
Refuse Franchises
Solid Waste
Storm Drain Maintenance
Stormwater Quality (N.P.D.E.S.)
Street Dedication/Vacation Review
Street Lighting
Street Maintenance
Street Sweeping
Subdivision Map/Lot line adjustment review
Traffic Engineering
Traffic Signal Maintenance

CITY MANAGER'S OFFICE (CMO):

Affordable Housing Programs
Affordable Housing Requirements for New Developments
Art in Public Places
Arts Commission
Business Registration
Chamber of Commerce Liaison
City Attorney Agreement
Economic Development

High Street Special Events
Housing Rehabilitation
Goal Setting / Strategic Planning
Labor Relations
Mobile Home Rent Control
Sheriff's Contract
Special Projects (Civic Center and New Fire Station 48)
Successor Agency

COMMUNITY DEVELOPMENT (CD):

Building and Safety Contract Administration
Code Compliance
Development Agreements Administration
Film Permits
General Plan
Graffiti Abatement on Private Property
Home Occupation Permits
Parking Citation Administration
Planning - Current and Long Range
Planning Commission
Receptionist
Taxi Cab Permits
Temporary Use Permits
Vendor/Solicitor Permits
Zoning Administration

FINANCE:

Accounting and Payroll
Accounting System Maintenance
Accounts Receivable
Billings
Budget
City Treasurer
Collections
Community Facilities Districts and Mission Bell Assessment District 92-1 Administration
Cost Allocation Administration
False Alarms
Financial Reporting and Audits
Fixed Asset Management
Franchise Administration (except refuse)
Grant Management
Landscape and Lighting Maintenance Assessment Districts Administration
Parks and Recreation Maintenance Assessment District Administration
Purchasing

NOTE: This section is a separate pdf document on the City's website.